



PARENT/STUDENT HANDBOOK 2018-2019

St. Patrick Catholic School
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Principal: Montse Frias

Learn. Serve. Lead. Succeed.

Be it known to all that
enter here, that
Christ
is the reason for this school.
He is the unseen
but ever present teacher
in its classes. He is the
model of its faculty and
the inspiration of its students.

HANDBOOK POLICY

The St. Patrick Catholic School Handbook is prepared and published by the school solely for the use of parents, students, and faculty/staff of the school. Information in the handbook is for the convenience of the school community and should not be used for commercial or any other purpose.

**This handbook is published on the school website,
www.stpatrickcatholicschool.org.**

Hard copies are available upon request.

The Advisory Council and/or Principal retain the right to amend this handbook at any time.

In the absence of a policy in this handbook, the Principal of ST. PATRICK CATHOLIC SCHOOL has the authority and the right (in accordance with Diocesan policy) to use his/her discretion in dealing with problems not dealt with in this handbook.

Parents will be given prompt notification if changes are made.

CHANGES IN THE CALENDAR

Please check the weekly newsletter for any changes or additions to the school calendar and amend accordingly.

St. Patrick Catholic School does not discriminate on the basis of race, color, national or ethnic origin, religion and/or physical handicap in the administration of its educational policies and admission policies.

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REVISED 6/20/18



*“What greater work is there than training the mind and forming the habits of the young?”
St. John Chrysostom*

June 15, 2018

Dear Parents and Students,

Welcome to this 2018-2019 school year at St. Patrick Catholic School!

St. Patrick Catholic School is proud to serve the community of Meridian for its 146th year. High academic standards immersed in a Christian learning community where each student is able to thrive; define our school. A love of learning and a willingness to embrace challenges are cultivated throughout the school. We value proactive innovation, carefully assessing the need for change and seeking new methods to improve education when appropriate.

Many of our school expectations and procedures are outlined within this handbook. After reading and discussing the handbook with your child, please be sure to sign the attached agreement and return it to your oldest child’s teacher. This agreement states that you intend to abide by the policies of St. Patrick Catholic School during the 2018-2019 school year.

The faculty and staff of your school look forward to working with you to cultivate each child’s potential capacity. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you and your families throughout this year!

Sincerely,

Montse Frías

Principal

ST. PATRICK CATHOLIC SCHOOL

**FACULTY & STAFF
2018-2019**

PastorFather Augustine
Principal Montse Frias
Office AdministratorMrs. Mary Yarger
ReceptionistMrs. Helen Reynolds
Pre-K3 Teacher.....Mrs. Sue Drake
Pre-K4 Teacher.....Ms. Jennifer Grimes
Kindergarten TeacherMs. Lauren Walker
First Grade Teacher Ms. Melanie Pressly
Second Grade TeacherMrs. Tenika Little
Third Grade TeacherMrs. Lindi Palmer
Fourth Grade TeacherMs. Jill Scott
Fifth Grade TeacherMrs. Robin Meek
Sixth Grade TeacherMs. Crissy Bonner
Librarian/Media TechnicianMrs. Donna Polizzi
Music TeacherMrs. Mary Catherine Pogne
Spanish Teacher Mrs. Ana del Rocio Salas
Physical Education Teacher..... Adrian Viger
Teacher Assistant Mrs. Sharon Shipman
After Hours TeacherMrs. Sue Drake
After Hours.....Ms. Joanne Ellis
Speech Teacher.....Mrs. Deb Gough
Cafeteria ManagerMrs. Patti Vogt
Cafeteria AssistantMrs. Lillie Alford
MaintenanceMr. Wallace Coleman

Advisory Council Members

Dr. Minh Duong, President	Mrs. Hailey Newman, Vice President
Mrs. Brenda Wilson, Secretary	Mrs. Heather LaCoste
Mr. Lindon Ratliff	Mr. Jimmy Rigdon
Mr. Stephen Wilson	Mr. Antonio Espino

Parent School Association (PSA)

Katie Rutledge	Yvette Quedado
Beth Capone-Slutz	Vernita Frost
Thi Bui Duong	

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

HISTORY OF OUR SCHOOL

St. Patrick Catholic School is an outreach of St. Patrick Catholic Church and the Catholic Community of Meridian. It provides abundant opportunities for people of all socioeconomic, ethnic, and faith backgrounds to come together and pursue a common goal: the education of their children. This type of value-based education has been available at St. Patrick Catholic School since it was established in 1873.

Starting with a 30-student population in a single building, the school was staffed by the Sisters of Mercy religious community. After it grew into two separate schools (one for boys and one for girls) by 1924, it then merged into one co-educational parochial institution for grades one through twelve. In 1951, the high school section of the school closed, followed by the closing of the junior high in 1968. It was torn down to build the current Parish Center Building, which houses the Parish Offices, Reading Room/Library, and various meeting rooms.

St. Patrick Catholic School presently offers its unique educational environment to children from pre-kindergarten through eighth grade. The current building, built in 1960, located at 2700 Davis Street, is home to the lower elementary grades. The school also utilizes space in the Family Life Center, built in 1997, which is part of the parish complex and is located adjacent to the original building. In 2015, a new administrative office was added to the original school along with three classrooms.

Accredited by the Mississippi Department of Education, the school is a member of the National Catholic Educational Association. The diocese requires that all teachers be licensed by the Mississippi Department of Education in their academic area and maintain their certification. St. Patrick Catholic School is part of a diocesan system of Catholic schools, with the Superintendent and Educational Office located in Jackson, MS. The curriculum is built on the Standard set forth by Jackson Dioceses, National Standards and ACT Aspire Standards and enhanced by diverse activities throughout the year.

DIOCESAN MISSION STATEMENT

The mission of the Diocese of Jackson- Office of Catholic Education is to foster centers of learning that are rooted in Gospel values and Catholic teachings as we pursue academic excellence in a safe and caring environment.

SCHOOL MISSION STATEMENT

St. Patrick Catholic School, rooted in a rich tradition since 1873, provides children ages three through sixth grade with an education based on high academic standards and expectations. A safe, disciplined environment, integrated with Christian values, is incorporated into every aspect of the curriculum. Students excel academically, spiritually, and socially while developing a strong foundation to succeed in school and in life.

BELIEFS

- Student learning is the chief priority of the school.
- Students need to apply their learning in meaningful contexts and produce quality work.
- Each student is a valued individual with unique physical, social, emotional, spiritual, and intellectual needs.
- Student learning is enhanced by a safe and comfortable environment.
- Teachers, administrators, parents, and the community share the responsibility for modeling Christian values.
- It is imperative that our school be committed to continuous improvement to produce confident, self-directed, lifelong learners.
- Its important to instill in our students solid bases that will allow them to put into practice an affective and effective leadership to transform their environment.
- The school provides a loving, nurturing, spiritual environment that fosters character and faith development in all students.
- The school helps students develop an awareness of the dignity and respect due to all people.

PARENT/STUDENT HANDBOOK

The Parent/Student Handbook has the force of a printed contract between the parents of minor students and the school.

A copy of the handbook should be reviewed and distributed annually with the newly printed school year appearing on each copy. To save paper, the handbook is posted online. Parents may request a printed copy from the office. The legal concept is that the handbook is a contract, generally for a one-year period or until reprinted. The Advisory Council or principal retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

The school requires a signed form to be kept on file indicating you intend to abide by the policies of St. Patrick Catholic School. After reading and discussing the handbook with your child, please be sure to sign the attached agreement and return it to your oldest child's teacher by **Friday, August 10, 2018**.

PARENTAL ROLE

St. Patrick School recognizes parents as the primary and principal educators of their children. In this Handbook, the term parent refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

St. Patrick Catholic School respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, St. Patrick School should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the school's mission and commitment to Christian principles; support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies and regulations. In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal and, the pastor of the parish the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

As foundation for a faith-community, parents are invited and encouraged to participate in the school's celebration of prayer and Liturgy.

Parents are encouraged to participate in the programs, which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home and active involvement in the school's Parent/School Association.

Parents agree to cooperate with and follow all policies and regulations of the Catholic Diocese of Jackson, as well as the policies and procedures of St. Patrick School as a condition for enrollment and continued attendance.

NONDISCRIMINATION POLICY

St. Patrick Catholic School, in accordance with the Civil Rights Act of 1964, admits students of any sex. Race, color, national and ethnic origin, or handicapping condition, where applicable, to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. Furthermore, the school does not practice discrimination of any sort with regard to employment.

RELIGIOUS FORMATION

The school's religious curriculum permeates the total school program emphasizing, in the formative years, the sacraments of Baptism, Reconciliation, and Eucharist. All students will participate in all aspects of the religion curriculum.

All students participate each day in formal religious instruction and prayer. They are actively involved in the planning and participation of weekly Eucharistic liturgies. They become responsive to the needs of others by participating in mission activities and other service oriented projects.

II. ACADEMICS

ACCREDITATION

St. Patrick Catholic School is fully accredited by the Mississippi Department of Education and is currently going through the process of being accredited by AdvancED association.

MEMBERSHIPS

St. Patrick Catholic School holds membership in the National Catholic Educational Association and the East Mississippi Business Development Corporation.

FACULTY LICENSURE

Each teacher and administrator employed in St. Patrick Catholic School holds an appropriate and valid license issued by the Mississippi Department of Education, endorsed for the field for which they are responsible for the major portion of the school day.

CURRICULUM

The curriculum at St. Patrick Catholic School is guided by: the ACE Curriculum Course Outcomes, the National Educational Standards, the Mississippi Department of Education's Frameworks, and the Diocese of Jackson's Catechist Companion.

TEXTBOOKS

Some of the books used in St. Patrick Catholic School are state textbooks. We are required to abide by the state textbook laws governing the care and use of these books. Students will be fined for any lost and/or damaged books.

TECHNOLOGY

St. Patrick Catholic School has smart boards in all elementary classrooms. The school offers one on one Chromebooks for each student and mobile Ipads for preschool and kindergarten, all of them with Internet access. Appropriate Internet permission forms must be on file with the school prior to your child being allowed access to the Internet.

Students should only visit websites that are approved by St. Patrick faculty/staff members for media projects, research and educational purposes and may not use the Internet, including social networking sites, chat lines, email, and instant messaging, for personal use at school. All parents and students are required to read and follow the Telecommunications Use Agreement found at the back of this handbook.

TESTING

The ACT Aspire will be given to children in grades 3rd through 6th during the school year, in the spring. Periodic tests may be given quarterly or more often throughout the year.

Students in Pre-K 4 through 2nd grade will be tested with the Scholastic Series. Pre-k 4 will take the Kindergarten readiness test, Kindergarten takes the School Readiness Test, First and Second grade will be evaluated with the Scholastic Development Series.

The ACT Aspire and Scholastic Testing school results will be presented to the Advisory Council and to all stakeholders once they are available. Parents will also receive their child's individual results as soon as the school receives them.

All students in grades 1st through 6th will be given S.T.A.R. Reading and Math tests each quarter data.

Testing provides information on each student's abilities, showing the competencies and skills they have developed. This data is used to better challenge each student according to their level.

Dyslexia screeners will be given to 1st grade students in the fall and Kindergarten students in the spring.

GRADING AND REPORTS

Report cards covering academic achievement, behavior, social traits, habits, attitudes, absences, and tardiness will be sent to parents four times a year. Progress reports are sent out midway in the quarter four times a year. We encourage you to discuss these reports with your children and to work cooperatively with teachers in an effort to help students develop to their full potential. Parents are encouraged to confer with teachers if there is a concern. At St. Patrick, achievement, effort, and conduct grades are determined with much care and concern.

PK-3 through 2nd grade utilize a standards-based assessment system as explained below:

- 4 – Exceeds Standard
- 3 – Meets Standard Consistently and Independently
- 2 – Progressing Towards Meeting Standard
- 1 – Limited Progress or Does Not Meet Standard
- X – Standard Not Addressed This Reporting Period

The grading scale for grades 3rd through 8th is as follows:

- A 90-100
- B 80-89
- C 75-79
- D 70-74
- F Below 70

Special Codes

- E=Excellent
- S=Satisfactory
- N=Needs Improvement
- Inc= Incomplete
- X = Working Below Grade Level

Ren Web is web-based school management system. Teachers will update the grades on the system and parents will have the ability to check student grades and monitor student progress online. This tool is also used to check homework and assignments check the week's objectives, get the classroom news and school calendar.

PROMOTION/RETENTION

The principal, after consultation with the parents and teacher(s), will have the right to make the final decision on the placement of students. Appropriate instruments will be utilized for evaluation in order to provide sufficient information regarding the progress of the student. A decision concerning the placement, advancement, acceleration, retention, or withdrawal of a student will be based on such data and made only after extensive consultation with the appropriate staff, parents, and the student.

The principal will make the ultimate decision regarding a student's promotion or retention.

HONOR ROLLS

Academic Honor Roll (Grades 3rd – 6th)

A list of students who have performed well academically will be posted in the hall at the end of the first three grading periods. After the final grading period, students will be presented their awards for yearly achievement. Please note that the following subjects are not included: handwriting, art, PE, and music.

- **Principal's List:** Must have no grade below 93 on the Quarter.
- **A Honor Roll:** Must have all A's in the Quarter.

- **Honor Roll:** Must have more A's than B's (no C, D, or F) on the Quarter

Shamrock Honor (Grades 3rd – 6th)

A list of students who have displayed excellent behavior will be posted in the hall. (List is a behavioral honor roll based on Conduct and Responsibility.

- All "E's" in Conduct and Responsibility

END OF YEAR AWARDS

Academic Honors (Grades 3rd – 6th)

- **Principal's List:** Must have no grade below 93 in all four nine-week period.
- **A Honor Roll:** Must have all A's in all four nine-week period.
- **Honor Roll:** Must have more A's than B's (no C, D, or F) in all four nine-week period.

Other Honors

- **Shamrock Award**
 - (Grades Kindergarten – 2nd) - Earned Shamrock Club all four nine-week periods
 - (Grades 3rd – 6th) – Earned "E" for both Conduct and Responsibility all four nine-week periods
- **Shamrock of the Year:** One boy and one girl that best represent St. Patrick Elementary School through academic achievement, participation, citizenship, and sportsmanship. Peers and teachers select the winners.
- **Perfect Attendance** (Grades PK3 – 6th) - The student has not missed a day of school and has never been late or checked out early. A student is eligible for this award only if he/she has been at school every day from 8:00 AM until 2:45 PM. Any student that is tardy (excused or unexcused), or checks out of school prior to dismissal, is not eligible for the Perfect Attendance Award.
- **Accelerated Reader Awards**
 - First Place reader in class for point goal with 90% correct.
 - First Place reader in class for percent of goal correct.
- **Presidential Fitness Awards-** Presidential and National Criteria for awards can be found at this link: www.presidents.challenge.org.

- **Spelling Bee** (Grades K – 8th) - Spelling Bee winner from each classroom.
- **Choir Certificates:** Students who participated on a regular basis
- **Pre-School Participation Certificates:** All PK-3 and PK-4 students
- **Kindergarten Completion Certificates:** All Kindergarten students
- **Duke University TIP Award:** 4th through 6th grade students who meet the test score requirement on the ACT Aspire
- **Student Council:** Presented to the 5th and 6th graders that were elected to the student council

CONFERENCES

A formal Parent/Student/Teacher conference is scheduled in the fall. The office handles the scheduling of conferences held on this day. Please do not schedule trips during conference days that would require conferences to be rescheduled. Students should be present during the conference. The scheduled Parent/Student/Teacher conference day is **Wednesday October 24, from 8:00 AM until 4:00 PM**. Even though it is not a regular school day it counts as an instructional day. Missing the conference results in an absence for your child(ren).

Spring conferences in the spring are optional. Teachers and/or parents will have advance notice if they choose to schedule a conference on this day. They are typically held in the afternoon after school ends.

Informal parent-teacher conferences may be scheduled whenever teachers or parents feel they are necessary. Conferences are important in the sharing of information concerning a child's progress. Please call the school office, e-mail the teacher, or write a note in your child's planner for an appointment.

COMMUNICATION

Parent and Teacher/Administration

Parents are encouraged to talk with a teacher any time that the parent feels there is a concern about his/her child. **Teachers may be contacted through the office, and request a call or an appointment. Teachers may be contacted via school email as**

well. Email addresses are listed in the schools web page and in RenWeb. Teachers will answer as soon as possible taking in account they won't be interrupted from the classroom time to look at emails or answer calls.

Teachers may contact parents regarding a problem or concern either in writing or by phone. Parents should respond as soon as possible to a teacher's communication regarding a problem with a student. A quick response to a problem by both parent and teacher can often put an end to further problems.

Parents who need to see the principal should make an appointment so that the principal may set aside specific time free of interruptions for the conference. Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the education program and to assist the school in performing its tasks more effectively.

Any appointment request concerning classroom work, conduct or any other student concerns should be handled in the following hierarchical manner. First by contacting the office for an appointment with the appropriate classroom teacher. After meeting with the classroom teacher if further communication is desired, the parent should make an appointment to meet with the Principal. Any person deviating from the steps described above will be directed back to the appropriate level before any further discussions will take place. Most problems can be worked out if both parent and teacher have an open and honest communication concerning the problem.

Webpage

Information about the school is listed and updated on the school's website:
www.stpatrickcatholicschool.org

RenWeb

RenWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting that information from others. You can see your child's grades, class objectives, homework and other useful information. Parents must provide the school with a valid email address in order to gain access to RenWeb. In order to create a login to RenWeb the same email that the school has on the data cards needs to be used.

HOMEWORK

Homework assignments should be definite and specific. All homework assignments are posted on RenWeb for the week by Monday at 8:00a.m. Homework assignments are subject to change due to unforeseeable circumstances. Students are ultimately responsible for

assignments given in class by the teacher. Assignments should be highly correlated with classwork and their purpose should be to help the child thoroughly master the materials that have been presented in class. The amount and type of homework are left to the discretion of each individual teacher. However, homework assignments should not exceed one hour on a regular basis. Parents should be conscious of their child's assignments and also aware of the times when they are not completed. **However, parents should play only a supportive role in homework and not take the responsibility for their child's work. Homework assignments are the responsibility of the student.**

FEDERAL PROGRAMS

St. Patrick Catholic School participates in government-funded programs, which are beneficial to the students keeping in mind the rights of students and parents. The following are some federal aid programs in which we participate:

- Federal Lunch Program (see Lunch/Milk Program)
- Title I, Part A – Improving Basic Programs Operated by Local Educational Agencies
- Title II – Preparing, Training, and Recruiting High Quality Teachers and Principals

The school participates in the Title I program, which is a federally funded targeted assistance program. Students are identified as eligible for participation in the program based on a multiple criteria selection instrument. Our program provides eligible students tutoring in reading and math.

Parents of students who are identified as eligible for Title I services, together with the principal, are part of the decision-making process as to their child's participation in the Title I program.

SUPPORT SERVICES

When a child experiences difficulties in the classroom, the teacher will implement the following procedures, moving to the next step if the previous one is not sufficient:

- Take appropriate classroom interventions: extra tutoring, adaptation of assignments, and conferences with parents.
- Conference with the principal and parent to offer available options for help.
- For academic needs including language/speech, contact Meridian Public Schools or Lauderdale County Schools to schedule testing or the parent may use private testing if preferred.
- For emotional/behavioral needs, the school may contact a licensed elementary school counselor, or refer the parent to an appropriate agency or professional.

- For medical needs the parent will be referred to a physician or the Lauderdale Health Department.

SOCIAL SERVICE AGENCIES

Schools shall cooperate with local social service agencies, social workers, and similar groups which serve the best interests of the students.

Ordinarily, the interviewing of students by such agencies during the school day should be permitted only if written consent has been obtained from the parent. A student's records should not be made available to the agencies without prior written consent of the parent.

Any person having reasonable cause to suspect that a child is abused or neglected must report such circumstances to the principal, who will report such information to the proper authorities.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

In the admission of students to St. Patrick Catholic School, priority consideration shall be given to these criteria in the following order:

- a. To all children currently enrolled
- b. To children of families with siblings currently enrolled in the school
- c. To children of parishioners
- d. To children from other Catholic parishes
- e. To children of other faith traditions

All students are on probation during the first semester of their attendance. During this probationary period, the school shall determine whether or not it can meet the needs of each student.

APPLICATION PROCESS

1. New families may contact the administration to set up an appointment for more information and a tour of the school. 601- 482-6044
2. Submit Application, Registration Fee and Required Documents to St. Patrick School

Required Documents:

- Application Form
- Birth Certificate

- Social Security Card
- Recent Report Card (only for students entering 1st- 6th grade)
- Mississippi Immunization Compliance Form #121
- Baptismal certificate (If Catholic)
- Proof of insurance

3. Schedule an Interview with the principal: The application must be complete before an interview is scheduled.

4. Schedule Student Screener: STAR reading and Math for 1st through 6th grade. These screeners will help to determine the student's skills, strengths, and abilities to better enable the teacher to assist the student. The school will administer such tests as necessary to aid in planning an instructional program for each child.

Careful observation of new students by the teachers during the first weeks is another important aspect of our placement process. There is close communication with the parents.

5. A letter of acceptance will be mailed 1-2 weeks after the interview with the principal.

6. The school must have proof of insurance on file and a statement signed by the parent certifying the family maintains insurance covering personal injury of the student. This information will become part of the student's school file. Proof of the student insurance is required before registration is complete.

7. Cumulative (permanent) records of the new/transfer students are immediately requested from the school where the student was formerly enrolled. When these records are received, the student is then permanently enrolled.

If the teacher(s) discovers, after two to three weeks, that the new student is completely frustrated and unable to achieve at this grade level, a conference is held with parents, teacher(s), and principal to discuss what action(s) should be taken for the welfare of the child.

All newcomers must meet the following age requirement:

- PK-3 students must be three years old on or before September 1st and potty trained
- PK-4 students must be four years old on or before September 1st and potty trained
- Kindergarten students must be five years old on or before September 1st
- First Grade students must be six years old on or before September 1st

They must present a **certificate of birth** verifying this information.

St. Patrick School will not accept any student who is not potty trained prior to entry. Potty trained children no longer wear diapers or pull-ups, can tell the teacher when they need to go to the bathroom, and can attend to their own hygiene.

ATTENDANCE

St. Patrick School will comply with attendance requirements established by the State Department of Education and the Superintendent of Schools of the Diocese of Jackson.

Regular and punctual attendance is expected and necessary for successful accomplishment in school. It is important that students be in school every day. In case of absence, a student must present a written excuse, signed by a parent, indicating the dates and a specific reason for absence. This note must be presented to the teacher in order for an absence to be considered an excused absence. For an extended absence, students may have to have a doctor's excuse for the absence to be considered excused. This documentation should be submitted to the office within five days of returning from the extended illness. Parents should call the school office as soon as possible to report a student's absence. The office will then notify the teacher. If a student is able to attend class later in the school day, he/she must first check-in at the office.

All students must make up the lessons lost because of the absence. Students who are absent due to illness have one day for each day of absence to make up the missed work, quizzes, or tests. If not followed, this may cause deductions in the Responsibility grade. Parents are **expected** to plan vacations around the scheduled school vacation times. The money we receive for textbooks each year is based on Average Daily Attendance (ADA). For students to reach their full potential, attendance is crucial. Missed assignments are the student's responsibility.

All students in grades Kindergarten through 6th grade must comply with the law governing compulsory school attendance. The law states five (5) unlawful absences during the school year must be reported to the school attendance officer in our district within two (2) school days or five (5) calendar days.

The school reserves the right to refuse to promote a student who has excessive absences.

ABSENCE

An absence is excused by law for the following reasons:

- Illness or injury preventing a child from being physically able to attend school
- Death or serious illness of a member of the immediate family (children, spouse, grandparents, parents, brothers, sisters, stepbrothers, stepsisters)

- Medical or dental appointments
- Court proceedings

An explanatory note regarding absence must accompany the student upon returning to the school in order to excuse the absence.

TARDY AND CHECK-OUT

Being at school on time and staying the entire day is extremely important for your child's education. Tardiness and early check-outs will only be considered excused for the same reasons as absences. Students are considered tardy if they are not in the classroom by the 8:00 AM bell. If your child needs to check out of school early for any of the above reasons, please send a note to your child's teacher.

Students arriving after 8:00 AM will be marked tardy. Parents who bring children to school after that time **must** check their child into school at the office. This policy ensures a child's safe entry into the school building and allows communication with the school regarding the reason for the tardy. Parents should make every effort to have students arrive on time. Occasional tardiness is understandable, but consistent tardiness sets a bad example for our children.

A student who is called to the office to check-out early from school should pass through the front doors when leaving the school. Parents **must** sign students out at the office.

Due to the business of the closing of a school day, any parent wishing to check out their child at the end of the school day must do so by 2:30 PM.

Although the law does not mandate the Pre-Kindergarten attendance policy, we strongly recommend that our Pre-Kindergarten students adhere to the above policy for attendance and tardy/checkout.

ARRIVAL AND DISMISSAL

DROP-OFF

- St. Patrick Catholic School opens its doors at 7:15 A.M. The school day begins at 8:00a.m.
- ANY students who arrive prior to 7:15 AM must remain in the car with an adult until the bell rings and a teacher is on duty.
- In the morning a member of the staff will receive students in the new addition circle drive by the front door from 7:30 am till 8:00am.

- The school doors will remain open until 8:00 am.
- Students that have to be at school between 7:15 am and 7:30 am will have to get to the building by themselves or with their parents.
- Drivers must remain in the carpool line until students are unloaded.
- Please limit walking students into the building to special circumstances (i.e., helping with a project)
- Students in **PreK3 and PreK4** may be brought into the school each day by their parent, another adult, or older sibling. If these students arrive before 7:45 a.m., they will report to the elementary hall with the teacher in duty until the classroom doors are open at 7:45. Those arriving after 7:45 a.m. will report directly to their classrooms.
- We ask PreK-3 and PreK-4 parents to bring their children to their classroom for the first **two months** until the students know well the school and can get to their classrooms.
- Elementary students are not allowed to walk across the street without a parent or supervising adult. School personnel on duty are not available for supervision of elementary students crossing the street.

PICK UP KINDERGARTEN – 6TH GRADE

- School ends at 2:45pm each day except for Wednesdays where we have early dismissal at 1:45 pm.
- All students in Kindergarten through 6th grade will be dismissed from the new addition circle drive by the front door.
- If you need to pick up your children other than in the pick up line, you have to walk to the main office and wait until dismissal is over. When dismissal is over the students will come back inside the building and would be able to leave with their parents.
- Please display the student's last name (Yellow Tag) on passenger's visor.
- Students will remain seated with their group until they hear their last name called.
- Students are not allowed to walk across the street without a parent or supervising adult. School personnel on duty are not available for supervision of elementary

students crossing the street.

- Students will not be allowed to go home with anyone other than their parents unless the school has been notified in advance in writing or the person is listed on the student data card in the office.

PICK UP PRE K- 3 AND PRE K -4

- Students in PreK3 and PreK4 must be picked up in the classroom by a parent or other adult whose name is on file in the office. No siblings may pick up a preschool child.

These safety measures are in place to protect our students and we ask respectfully for the cooperation of all adults.

Students who have not been picked up by 3:00 PM will be placed in our After Hours Care Program, parents will have to enter the middle doors to pick them up and parents will be billed for the service.

Please take extreme caution when dropping off or picking up your children.

EARLY DISMISSAL

Early Dismissal Days will occur at 1:45 p.m. every Wednesday to allow faculty and staff to attend professional development sessions and staff meetings.

PARKING

Please do not park on either side of Davis Street from 7:00 AM until 8:15 AM or from 2:30 PM until 3:15 PM. As much as possible, please refrain from parking on either side of Davis Street during school hours as well. When cars are parked on both sides of the street, this poses a danger as parents and children attempt to cross the street between vehicles. The church parking lot, the Greater Meridian Health Clinic parking lot, and the old bakery parking lot are all available for parents who are walking their children into the school, or who must remove a child from a car seat.

TRAFFIC RULES AND USE OF DOORS

The new addition circle drive by the front door is reserved for dropping off and picking up children. Please have your children ready to disembark your vehicle. This includes being

well groomed, uniform tucked in, ice cream money in hand, backpack ready, etc. Delays in the traffic line cause back up of vehicles.

Please take extreme caution when dropping off or picking up your children.

- Do not let off or pick up children from the middle of the road.
- Drive slowly on Davis Street, especially if you must go around another vehicle.
- Be alert for children or adults crossing the street or running out from behind parked vehicles.
- Stay in your vehicle and wait in the drop-off and/or pick-up line.

BE SAFE, BE ALERT, AND BE COURTEOUS!

Pre-Kindergarten students may be brought into the school each day through the Preschool doors by their parent, another adult, or older sibling. At dismissal, Pre-K students will need to be picked up by a parent or other adult only (no siblings) from their classroom.

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school after parents sign a "Release of Student Records Form. All fees and tuition MUST BE PAID prior to the release of the student's records.

If a child is withdrawn from St. Patrick Catholic School mid-quarter, the grades earned to that point are sent to the next school, along with the student's records, upon request of the new school.

Student records cannot be given to parents, but must be sent upon the request of the new school where the child is enrolled.

A permanent record is kept on file in the school office.

LUNCH/MILK PROGRAM

St. Patrick Catholic School participates in the Federal Lunch Program. As a result, a hot lunch is served in the cafeteria every day. All students are required to participate in this program unless with a doctor's excuse. You may apply for the free or reduced lunch program through the school office.

St. Patrick Guidelines

Prices for the hot lunch program are as follows:

Full price lunch: \$450 per year

Ice Cream: Prices vary from \$0.40 to \$0.50

If your child has a food allergy, please provide this information on the registration form and inform your child's teacher. Your child should be aware of his/her allergies and instructed to avoid such foods.

Parents are welcome to eat lunch with their child and can place an order for lunch by calling the cafeteria the day before. Cost for lunch, payable upon arrival, is \$3.50. Parents are respectfully asked to refrain from bringing fast-food lunch for their children.

Students are not permitted to drink soda or caffeinated beverages at lunch unless part of a special school sponsored activity.

IV. GENERAL SCHOOL POLICIES

OFFICE

The office is a place for school business and a place to take care of student and teacher needs. Visitors/Parents should use the *office window* for business whenever possible. We encourage our parents to take an active role in the school.

No monies are kept in the school overnight.

HOURS

The school office is open each morning by 7:30 AM. Any parent who wishes to speak with the principal is asked to make an appointment. The school receptionist is in the office from 7:30 a.m. until 3:30 p.m.

SCHOOL FILES

The principal is responsible for the records of all students. The records are the property of the school and should be carefully and accurately filed as part of a permanent record system. Records may never be destroyed or permanently removed from the files. In transferring to another school, the new school will send for the student's records. No child takes his records with him. In accordance with the Privacy Act of 1972, student files are kept confidential, and no person, other

than those directly involved in the student's education, shall have access to them without written parental permission.

DIRECTORY INFORMATION

Directory information is on file in the school office and on Ren Web and it's not considered confidential information. This includes: the child's name, religion, grade, age, parents' names, addresses, and phone numbers. The parent has the right to refuse to permit the designation of any personally identifiable information with respect to that student as directory information. A written request must be on file in the office for exclusion of directory information in the annual school directory.

EMERGENCY NUMBERS

The school **MUST** be given two emergency phone numbers where parents can be reached during the day if an emergency arises. **If your number should change during the school year, please inform the office of your new phone number.**

ADMINISTRATIVE

ADVISORY COUNCIL

The Local Advisory Council, deriving its authority from the Bishop through the Office of Education, formulates policies, sets goals, and defines purposes of the school in accordance with the written philosophy of the school, drawing inspiration from the Spirit speaking within the life of the school's faith community.

The St. Patrick Advisory Council has been established to assist the school administrator in the implementation of diocesan policy and in the development of local policy. The Advisory Council consists of elected members of St. Patrick and St. Joseph parishes and parents from school. The Advisory Council meets monthly on the second Tuesday of each month during the school session. Minutes of official business are maintained in the school office. These minutes are available for public viewing in the principal's office.

The principal is an executive officer of the Local Advisory Council but is not a voting member. The pastor is an ex-officio non-voting member of the Advisory Council. Faculty members and staff are not eligible for Local Advisory Council membership.

Members of the Local Advisory Council shall be as representative as possible of the parishes and parents of students that they represent.

All policies and major decisions officially established by the Local Advisory Council are kept current with the date of council approval. These policies are in a Policy Manual, which is reviewed annually by the Advisory Council. Advisory Council members only act with authority as a total body, and Advisory Council members shall not be involved in implementation of policy or in day-to-day operations of the school.

Anyone who wishes to address the Council must send it in writing to the Council president 10 days prior to the meeting so as to be added to the agenda.

PRINCIPAL'S DISCRETIONARY POWER

In matters for which the Local Advisory Council has not provided policy, the principal may act, but the Council should be notified of the action taken and the need for policy.

If additions or changes are needed to any Diocesan policy, these should be requested to the Department of Catholic Schools by the local principal. In the absence of policy, the administrator has the power of discretionary action.

The principal is the final recourse in all matters and may waive any regulation for just cause.

GRIEVANCES

The Diocese appoints the Superintendent of Schools of the Catholic Diocese of Jackson as the employee charged with coordinating the dispute resolution process. The Superintendent may delegate this responsibility to others on a case-by-case basis or appoint a Grievance Committee to aid in the processing of the grievance. See Diocesan Regulation #1614R for more information.

NON-CUSTODIAL PARENT

St. Patrick Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child in the presence of the administrator. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

All divorced parents shall furnish the school with a copy of the custody section of the divorce decree. No child will be released to a non-custodial parent or

other person without the written consent of the custodial parent. Any adult other than a parent who has legal custody of a child must present to the school legal proof of guardianship.

In the event custody disagreements between divorced parents result in the school involving their attorney, all fees charged to the school by its attorney will be billed to the custodial parent. All subpoenas, court orders, etc. received by the school/center in child custody issues must be reviewed by the Diocesan attorney. Legal fees incurred in these custody matters will be billed to parents by the school. (Policy #5205: Diocese of Jackson Policies and Regulations)

SCHOOL COMMUNICATIONS

The school will provide information to parents and students through Ren Web, school newsletters, faculty, parent, and student handbooks, school brochures, and publications. Weekly information is sent home in green envelopes from the office every Tuesday.

In an effort to maximize our ability to contact parents in the case of very important announcements, emergency or unplanned events that cause early dismissal, school cancellation, or late start, St. Patrick School will use the School Messenger Telephone Broadcast Service. You may receive a text message or email. If there is a phone number you do not wish to have listed in School Messenger, please call the school office to have it removed.

The school keeps its public informed regarding school policies and regulations, objectives and programs, budgets and actual costs of the education operation. The public includes pastoral administrators, parish council, Advisory Council, the school staff, the parents, the students, the total parish and the local civic community. The principal should coordinate the public relations activities under policies and guidelines approved by the Diocesan Advisory Council and the Local Advisory Council. All announcements regarding St. Patrick Catholic School should be cleared through the office of the Principal to assure consistent policy and to avoid duplication.

CELEBRATIONS/INVITATIONS/GIFTS

Classroom celebrations are at the discretion of the teacher. The following seasonal celebrations **MAY** be observed with the classroom teacher's permission:

- Halloween
- Christmas
- Valentine's Day
- Easter (during the Easter season)

- End of School

SPECIAL SNACK

No birthday parties will be permitted in grades PK-3 through 6th grade. You are allowed to bring their **favorite snack** or cupcakes to share with the group if you wish to during snack time.

BIRTHDAY INVITATION

Birthday invitations will only be sent home if **EVERY STUDENT** is invited.

The exchange of any gifts between students will NOT be allowed on campus.

TELEPHONE CALLS

Students will not be called to the phone during school hours. Necessary messages will be taken at the office and given to the student.

No teacher or assistant will be called to the phone during class time, unless it is an emergency. A message will be taken in the office and given to the teacher.

CELL PHONES

Cell phones and other electronic devices are discouraged. If a cell phone is an absolute necessity it will be kept off during the school day in a backpack. Students may not carry cell phones on their persons during the day. If a student is caught with a cell phone on their person the device will be confiscated by a staff member and retained in the school office for one week. A parent or guardian will have to come to the office to sign for the phone to retrieve it.

ELECTRONIC READERS

If a student chooses to bring an electronic device for reading, the device should only serve the purpose of reading.

Electronic readers, simply called e-Readers, are digital devices that can store books, periodicals, magazines, and other electronic media. E-Readers like Amazon's Kindle, Barnes & Noble's Nook, Apple's iTouch, and Apple's iPad are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. St. Patrick School, in striving to maintain technological relevance in education, is providing the

opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

E-READER ACCEPTABLE USE POLICY:

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school.

1. All e-Readers must be registered with Mrs. Polizzi .
2. E-Readers are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of St.Patrick School.
4. All e-Readers must have **cellular and network capabilities disabled** (turned off) while the device is at school.
5. E-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. E-Readers are not to be used during lunch, middle-school breaks, or during playground/recess time or during carpool.
7. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

FIELD TRIPS

The individual teacher may schedule field trips as educational experiences. The teacher will notify parents when such a trip is planned. Parents will also be requested to help chaperone as needed and must be trained through the Protection of Children program. However, the school personnel will be the primary supervisor of the trip. Only parents assigned by the teacher as chaperones will participate in the field trip. **Chaperones may not bring other siblings** on the field trip. No student in another grade of the school is allowed on the field trip.

Field trips are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation in a field trip if they fail to meet academic or behavioral standards.

Parents must sign proper permission forms adopted by the school, before students will be allowed to participate in a trip. Handwritten notes or telephone calls will NOT suffice.

Only school permission slips that release the school from liability will be accepted. Diocesan policy prohibits students from being transported on field trips by parents. The school will provide transportation for students on field trips. All money paid for field trips is non-refundable.

Students under seven years of age and measuring less than 4'9" in height or weighing less than 65 pounds must be restrained using a belt positioning booster seat system.

Students and parents are not allowed to deviate from any plans set by the teacher for the field trip.

PHOTOS AND OTHER MEDIA

Parents may opt out their children from participating in videotaping, audio recording, school pictures, other photography or participation involving the Internet. When a parent decides to exercise this right, it must be in writing in the school office. All student or parental publications are subject to review and approval by the school administration prior to publication.

LIBRARY

Late, lost, and/or damaged library books will be subject to a fee. Students will not be cleared at the end of the year to receive report cards if Library accounts have not been settled.

All books chosen for classroom reading in St. Patrick Catholic School must be appropriate for students not only in age level and reading ability but also for the moral development which we are working to foster. All books shall conform to Diocesan policies and guidelines regarding Catholic education.

Parents or teachers who object to reading or audio-visual/computer materials must put their concerns in writing and submit it to the school principal. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

COMMUNITY RELATIONS

FAMILY COMMITMENT HOURS

Service hours provide valuable assistance in many areas of the school program. St. Patrick Catholic School families, extended families, church parishioners, and other stakeholders are welcomed and encouraged to play an active role in the school's mission. When giving of your time, confidentiality and respect for each student's privacy must be observed at all times.

Each family is expected to volunteer **20 Family Commitment Hours per year, OR 10 Family Commitment Hours per year for single parent families.**

Service Hour information will be sent home at the beginning of the year listing service opportunities. Please keep this information to refer to during the school year. There will also be an opportunity to sign up for classroom and school needs, as well as many events at the beginning of the year.

There will be a Family Commitment Hours Log kept in the green folder for families to log their service hours.

In order to maintain our learning environment, we ask that volunteers refrain from bringing young siblings during teaching times.

St. Patrick Catholic School is committed to providing our students with a safe and nurturing environment. Accordingly, we require volunteers that closely interact with students to complete the Protection of Children Program. The program entails the completion of a Volunteer Application, a background check, and 1-2 hour training session led by a trained school or church employee.

Attendance at school meetings/programs/Mass/conferences WILL NOT count towards service hours.

HOMEROOM PARENT

Each classroom will designate a homeroom parent. The homeroom parent will be in charge of asking parents to volunteer for: classroom parties or school activities. The homeroom parent will monitor the volunteer hours of each family and will serve as a liaison between the PSA and the classroom.

PARENT/SCHOOL ASSOCIATION (PSA)

St. Patrick Parent/School Association (PSA) is an organization which encourages the parents and the members of the school staff to a greater degree of cooperation in discharging their responsibilities and in sharing their time, talents, and treasures in keeping with the stewardship program. **All parents are required to participate in and volunteer for PSA and school functions.**

THE EFFECT AND THE SUCCESS OF THE PSA DEPEND UPON THE PARENTS AND THEIR INVOLVEMENT IN THIS VERY IMPORTANT ORGANIZATION.

The PSA is a support organization and is not intended to be a policy-making organization.

FUNDRAISERS

Catholic schools of today cannot operate without support beyond that provided by tuition; therefore, certain yearly fundraisers are essential to provide funds for the school, while keeping tuition down. **Each family** with students in our school is **expected** to help the school with these activities in some capacity.

Each year our school has a fundraiser (separate from the PSA events). All parents will be required to sign a form indicating their desire to participate in the fundraiser or to make a donation as specified on the form.

VISITS TO SCHOOL

A Back to School Night, where parents get to know better the teacher and classroom procedures, will be held in August. Apart from this night, visitors are **welcome** to visit the school and to observe classes. **Prior to the visit, the teacher must be informed and an appointment scheduled.**

Opportunities are planned for parents and others to be able to view the school program in action several times a year. These dates will be planned, scheduled, and publicized well in advance of their occurrence.

All parents or members of the community visiting the school MUST check in at the school office upon arrival. Visitor badges should be worn while visiting the campus for safety purposes.

USE OF SCHOOL FACILITIES

Parish educational facilities belong to the parish as a whole to be fully utilized by the entire parish in a spirit of dedicated cooperation. Religious education and school personnel should expect that facilities to be left in good order for classes to be held.

No other individual or group may use the school facility without the permission of the principal, at which time guidelines for use of school facilities will be provided.

V. FINANCES

REGISTRATION

A registration fee will be collected each year to secure a student's place for the up-coming school year. Registration fees will be non-refundable, with the exception of a family who receives transfer orders. Such notice of transfer shall be submitted to the school on or before June 1st, together with a copy of the transfer orders.

- \$250/child Early Bird Fee
- \$300/child After March 31st

No spot will be reserved for any family unless the pre-registration fee is paid.

FINAL PAYMENT OF FEES/ DATA UPDATE

A day in summer is set for families to update their data and make their final fee payments. This is an important step to finalize your child's spot at St. Patrick Catholic School. At this time all initial fees (textbooks, yearbook, transportation, PSA fees, etc.) must be paid. SMART Tuition accounts must be set-up prior to Registration for families utilizing the monthly draft for tuition payments.

Any fees/tuition from the previous year, which are past due, must be paid before the family will be accepted for registration.

All registration fees are non-refundable and non-transferrable.

TUITION

Tuition and fees (other than pre-registration) may be paid by one of the following payment manners:

- **Payment in Full.** This payment is made directly to the school and will entitle you to a 3% tuition discount if paid at registration. *All discounts apply to tuition only.*
- **50% Payment (twice per school year).** These payments are made directly to the school and are due at registration and December 1st.
- **10 Monthly Payments through SMART TUITION.** Payments budgeted through bank draft over 10 months, August – May. Tuition and lunch will be put into the monthly bank draft payments. *All fees* must be paid at registration. Automatic bank payment through SMART Tuition can be made on either the 5th or the 20th of the month.

The average actual cost to educate a child at St. Patrick Catholic School is \$7,500 per year. Your cost is as follows:

PRE-SCHOOL TUITION

	YEARLY	10 MONTH
PER CHILD	\$4,450	\$445

**KINDERGARTEN – 6TH GRADE TUITION
PARISHIONER RATES**

	YEARLY	10 MONTH
1 CHILD	\$4,095.00	\$410.00
2 CHILDREN	\$6,615.00	\$662.00
3 CHILDREN	9,140.00	914.00

NON-PARISHIONER RATES

	YEARLY	10 MONTH
1 CHILD	4,675.00	\$467.00
2 CHILDREN	\$7,193.00	\$719.00
3 CHILDREN	\$9,713.00	\$972.00

FEES

- K – 6th Grade Fee \$280/child (includes textbooks, yearbook, transportation, and PSA fees)
- Pre-School Fee \$90/child (includes yearbook, snacks, and PSA fees)
- Fundraising Opt Out: \$60.00 per child (This does not include **PSA Fundraising**).
- Lunch Fee \$450/year
- After Hours Fee Registration \$20/year/child
 - 1 child \$100/month
 - 2 children \$179/month
 - 3 children \$210/month
 - There will no longer be hourly billing for After Hours. All students will be charged the monthly amount, which will be added to the monthly bank draft.
 - A late fee of \$10 per every fifteen minutes late will be charged if students are not picked up by 5:30 pm.

In the event a student **withdraws** from school prior to the end of the school year, tuition will be paid to the end of the semester in which the student withdraws. (Ex. If a student withdraws during the first semester, tuition will be paid through the month of December. If the student withdraws after the second semester has begun, tuition will be paid through May.) Families who receive orders of transfer will be required to pay tuition through the end of the last month in which the student attends school. Thirty (30) days written notice of transfer must be given to the school, along with a copy of the orders of transfer.

VI. STUDENT RESPONSIBILITIES AND BEHAVIOR

UNIFORM CODE

Uniforms may be purchased at Liberty Shop, 404 22nd Avenue, Meridian, MS 39301. The Recycle Shop is also available on campus for gently used items.

All students in grades PK-3 through 6th grade are required to wear school uniforms. Skorts, shorts and skirts should be at least fingertip length. If a child is not dressed in the appropriate uniform, a Uniform Violation Form will be sent home and/or parents will be called and expected to bring appropriate attire. Uniforms will consist of the following combinations:

Daily Boys Uniform Prek- 6th

- **KHAKI** uniform shorts or pants (No extra side pockets or loops)

- White or green, long or short sleeve, school logo polo shirt
 - Undershirts that are worn must be white
 - No long sleeve shirts are allowed under short sleeve shirts
- Navy sweatshirts (with school logo) over uniform shirts

Daily Girls Uniform PreK to 6th grade:

- Plaid skorts, skirts or shorts
- **KHAKI** uniform long pants (No extra side pockets or loops)
- White or green long or short sleeve school logo polo shirts
- Navy sweatshirts (with school logo) over uniform shirts
 - Undershirts that are worn must be white
 - No long sleeve shirts are allowed under short sleeve shirts

MASS/ SPECIAL OCCACION APPAREL

Girls Pre-k - 3rd grade

- Plaid jumper
- Short or long sleeve white blouse with Peter Pan collar (no turtleneck or knit shirts)

Girls 4th - 6th grade

- **PLAID SKIRTS**
- **NO TUCK WHITE BLOUSE AND CROSS TIE BOW.**

Boys Kindergarten to 6th grade

- Long **KHAKI** pants (No extra side pockets or loops)
- White Oxford button down (short or long sleeve)
- **NAVY AND GREEN STRIPED TIE (REGULAR STYLE OR BOW TIE)**

Accessories:

Jackets: We do not have a specific jacket that must be worn to and from school; however, all jackets, sweaters, etc. worn inside the building must bear the school logo.

Sweatshirts: Solid navy blue only, with school logo

Belts: Must be solid brown leather. PK-3 and PK-4 should NOT wear belts with uniform. Only small, basic belt buckles will be allowed. Glitzy or super-size buckles are not allowed.

Socks: White or navy (ankle, knee, or tights for winter)

Leggings: Girls may wear solid navy or white leggings during the cold months only with a skort, skirt or jumper. The leggings should be long enough to meet the socks so that no skin is showing between the two.

Hair: All hair accessories must be white, navy, Kelly green, uniform plaid, or tortoise shell/brown.

Sweaters: Solid navy cardigans, with school logo

Shoes: **Athletic Shoes.** Students will be allowed to wear athletic shoes of choice. The main body of the shoes must be brown, blue, black, white, gray, green, or a combination of these colors. No flashing lights, glitter, sparkles, attachments or graffiti design allowed and must have closed heel and toe.

Shoes Other than Athletic. Students will be allowed to wear shoes other than athletic. However, they must be brown, blue, black, white, tan, gray, green, or a combination of these colors and must have closed heel and toe.

Boots: Low- heeled boots will be permitted for girls and boys. Boots should hit below the knee. Boys may only wear boots with pants un-tucked. Girls may wear boots with skorts or skirts not with shorts. No cowboy or pointed boots are allowed. Boots will only be allowed in brown, black, white, or gray.

Shoe Laces: Laces may be any color as long as they are a solid color.

For safety reasons all shoes must cover feet completely. No multiple laces are allowed, and laces should be able to be tied. No sandals, open-toed, open-heeled, open-sided, high-heeled, clog style, sport toe shoes will be allowed at school.

Velcro shoes are highly recommended for students who have not yet learned to tie laces.

Jewelry: **Girls:** Pierced earrings will be allowed; earrings should be small and not hang below the

ear lobe.

Boys: No pierced earrings allowed.

All students: No other type of body piercing allowed for any student.

Pre-K students: No watches allowed due to the distraction they represent.

Makeup: Students may not wear makeup, or artificial nails to school. No visible tattoos allowed.

Hair Styles: Hair colored, cut or styled in a manner that draws attention to it is not allowed.

Boy's hair must not cover eyebrows or collar and should not be taller than 3 inches.

Girl's hair should be styled in a manner so as not to obstruct vision.

The principal is the final judge in matters of hair.

Uniforms: All students should be clean and well groomed for school each day, and shirts must remain tucked in clothing.

Mass Uniforms: All students will wear Mass uniforms each week to Thursday Mass.

Uniforms should not have holes, rips, or stains, and should fit properly.

Spirit Friday:

Every Friday, students may wear a St. Patrick School spirit t-shirt with uniform bottoms.

Jeans for Green Day:

On the last Friday of each month, students may wear blue jean pants, shorts, or skirts for a \$1 donation to charity. Jeans should be free of holes. Blue jean leggings, jeggings, or tight jeans should not be worn. Denim skirts and shorts should be at least fingertip length.

Uniform Free Day:

Uniform Free Day is a privilege given to students for various specified occasions. The student is exempt from wearing his/her school uniform that day. The following are guidelines for appropriate clothing:

- All shirts must have sleeves and must cover the mid-section.
- Earrings for girls must follow uniform guidelines.
- Shoes must follow the uniform dress guidelines except for colors.
- Clothing should not bear symbols or wording that would be inappropriate in a Christian elementary school.
- On Field day sport shorts are allowed, this is the only time where fingertip length is not required.
- The principal will make final decisions on appropriate dress.

DISCIPLINE

Each child is made in the image of God. St. Patrick Catholic School exists to provide a Christian atmosphere where the whole child is developed. Children need adults who will consistently model Gospel values and actions. Teachers work to establish an atmosphere where everyone is revered and the discipline is definite, fair and consistent. The discipline at St. Patrick's calls forth the goodness in each child by focusing on Positive Behavior Interventions and Strategies.

It is the philosophy of this school that each student has the right to receive an education in a climate conducive to learning. Each student is entitled to a safe and orderly learning atmosphere (both physical and emotional) and to a firm, fair treatment in relation to school life. The school, community, and the home must share the responsibility in providing an environment for educational growth.

By following the rules and regulations set up by faculty and administration, all students will have the opportunity to achieve their fullest potential.

We must strive diligently for a mutual respect and understanding among faculty, students, and parents so that our primary goal of educating the student can be met.

St. Patrick Catholic School teachers call on students to practice respect and responsibility. We ask students to respect self and others, respect and care for school and personal property, and observe the rules in the classroom, the playground, the lunchroom, the hallways, gym, church, and dismissal.

SCHOOL-WIDE RULES:

- Be Responsible
 - Come to school prepared to learn with homework and assignments.
 - Accept responsibility for your actions.
 - Have planner/folder signed by parent each day.
- Be Respectful
 - Follow directions the first time given.
 - Don't disturb the learning of others.
- Be Safe
 - Keep hands, feet, and objects to yourself.
 - Use materials in the manner in which they are designed.
- Be Kind
 - Show compassion at all times.
 - Treat others the way you want to be treated.

CAFETERIA AND PLAYGROUND RULES

1. Enter cafeteria in an orderly manner.
2. Place all lunch wrappings, scraps, straws and empty milk cartons in containers before leaving.
3. Clean up your table.
4. Place your chair under the table.
5. Pick up any wrapping, food, etc. that may have fallen on the ground or the floor.
6. Remain seated at the table until dismissed by your teacher.

Time spent in play is a part of the social learning children need for life. Students are encouraged to be inclusive, caring, and friendly toward all their schoolmates during recess as well as in the classroom. Therefore, students are expected to follow these rules on the playground:

- Be courteous to everyone
- Play games safely and fairly
- Play games that do not call for pushing or pulling each other
- Follow the directions of the faculty on playground duty
- Stay where you can be seen and monitored
- Follow the rules of the game
- Be obedient by lining up quietly at the end of recess
- Return balls, jump ropes, and other equipment

Because safety is a priority the following rules apply for playground equipment. Students may not:

- Climb stairs in the wrong direction
- Push or pull on the equipment
- Slide headfirst or backward down the slides
- Pull anyone off of the equipment
- Stand on any of the railings
- Go down the slide at the same time as another student
- Take playground balls, ropes, etc. on the equipment

Maintaining discipline and appropriate student behavior during all school activities is essential to the preservation of order, safety and well being for the students.

Corrective action will be taken when necessary. These may include time out during recess, service during recess and/or after school, loss of privileges, written accounts, or other appropriate natural consequences. Students may be detained after school at the teacher's or principal's discretion. However, parents will be notified at least one day in advance of the date of detention.

At the beginning of each year the teachers will work with the students to develop classroom procedures to ensure that all students have the opportunity to learn. Teachers will share this compact as soon as it is developed.

CLASSROOM MANAGEMENT PLANS

Each teacher will develop classroom rules that are consistent with and enhance the school-wide policies. The classroom rules will be discussed with the class and posted in each classroom.

Pre-Kindergarten

The classroom teachers will distribute the Pre-Kindergarten classroom management plan to parents.

Kindergarten through 2nd Grade

Kindergarten through 2nd grade will use a color-coded assertive discipline system:

Green – Having a great day

Yellow – Warning

Orange – Teacher’s choice of consequence

Red – Time out within the classroom for certain period of time

Blue – Sent to the principal’s office

Cards will return to green each school day. Some offenses are severe enough to warrant a student’s card to be moved directly to blue. A weekly discipline chart will be sent home for parent signature.

3rd through 6th Grades

Third through 6th grades will use their own system of discipline, which will be sent home the first week of school. Parents should discuss this system and teacher expectations with their child(ren) and sign/return the contract by the date on the plan.

If we are unable to solve the discipline problems through conferences, interventions, or other means, the student may be requested to leave the school.

INFRACTIONS

Classroom policies are in place to provide an orderly, safe environment that supports learning. St. Patrick expects students to take responsibility for their behavior. If a student fails to be responsible, respectful, kind or disrupts safety they will receive a classroom infraction. The following behaviors may result in the assignment of a classroom infraction:

- Disrespect towards others
- Fighting or assault

- Offensive or inappropriate language, gestures
- Defiance
- Cheating
- Disobeying school rules (ex: running in the building, pushing or shoving)
- Disobeying classroom rules constantly (ex: classroom disruption, excessive talking after several warnings)
- Failure to follow directions continuously
- Disrespect for school property (ex: destruction of property)
- Inappropriate behavior during school, school functions or Mass
- Dress code violations

Other misbehavior as determined by the teacher or administration. The teacher reporting student misconduct will be responsible for filing a form. This form must be completed by the student, signed by a parent and returned to the classroom teacher on the following morning.

DETENTION

Detention will be held in assigned classrooms from 3:00 p.m. until 3:45 p.m. For ordinary violations of school regulations, detention may be used. If children are to be detained after school or required to report to school early, parents must be notified of detention and approximate length of time. Students who are not picked up from Detention on time will be sent to After Hours Care and parents will be billed for the charges.

PROBATION/SUSPENSION/EXPULSION

Whenever a student's conduct is such that it endangers the property, health, or safety of others, or disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance.

Such action may be of three kinds:

1. Probation
2. Suspension
3. Expulsion

1. Probation

Probation is the conditional attendance of a student at school for a specific time period. The school because of an infraction of any school rule may take this disciplinary action. The decision of the administrator his/her designee will be final.

In a conference with the parent and student, a written contract or plan of improvement is outlined and signed by all present.

2. Suspension

Suspension is the removal of a student from classes and extracurricular activities for a rule infraction or for a pattern of rule infractions. Suspensions may be either in-school or out-of-school according to the seriousness of the violation, the local discipline code, and the discretion of the administrator.

An out-of-school suspension may not exceed ten school days. A conference with the student and his/her parent which includes agreement of a written contract for improvement (See Probation) should precede re-admission to classes and school activities.

3. Expulsion

Expulsion is the termination of enrollment for a student from the school program for an infraction of school rules or a state statute (e.g. possession of a controlled substance or a weapon). Repeated refusal to follow school rules or conduct, which endangers property, health, or safety of others, can result in expulsion. Students asked not to return the following year are considered expelled.

SUBSTANCE ABUSE

St. Patrick Catholic School is a drug free environment. This school provides a program for intervention/prevention of substance abuse through the DARE program. This program targets fifth grade.

If there is reasonable suspicion that a student is using or has used drugs or chemicals or consumed alcohol in violation of Diocesan policy, that student will be required to submit to a drug, chemical and/or alcohol test.

The Superintendent of Schools for the Catholic Diocese of Jackson (or in his/her absence, the principal and/or the pastor of the school) must approve all reasonable suspicion drug testing in advance. The pastor and/or the principal may initiate reasonable suspicion alcohol testing. Any student whose test results are confirmed positive for drugs, chemicals, and/or alcohol will be subject to discipline, including expulsion.

For the entire substance abuse policy, see Diocesan Regulation 5607R(b) in the Appendix.

SHAMROCK CLUB

The Shamrock Club is for students with exemplary behavior in 1st through 6th grades.

Students in 1st and 2nd grade will set their own pace for achieving Shamrock Club, and they will be rewarded on an individual basis. Rather than starting over each quarter, students will be allowed to accumulate “green” days during the school year until they reach forty. Once they reach forty, they start over again. This way, every student has the opportunity to earn anywhere from one to four Shamrock Club awards in a given school year.

Students in 3rd through 6th grade are eligible for Shamrock Club each quarter if they have achieved a Conduct grade of “E” and a Responsibility grade of “E.”

VII. HEALTH, SAFETY, AND WELFARE

STUDENT HEALTH CONDITIONS

The school should be told if a child has any condition, which could be a health problem or an impediment to learning. This information should be given at the beginning of school.

Parents are notified as soon as possible of sudden illness or serious injuries that occur at school.

No prescription or non-prescription medication will be given to a student by any employee of the school unless the forms provided by the school office have been completed and returned. (See office for form.) No medications will be given on an “as needed” basis.

ABSENCE DUE TO SERIOUS ILLNESS

A child absent because of serious illness or contagious illness (measles, mumps, chicken pox, etc.) may not return to school unless he/she presents the school with an official doctor’s release.

HEAD LICE

In the event of an outbreak of head lice, students with head lice will not be allowed to return to school until their hair has been treated and **all** nits have been removed.

HEALTH DEPARTMENT REGULATIONS

The school administrator observes all school oriented regulations of the local health department.

IMMUNIZATION

No student is to be accepted into school without proper proof of immunization.

ACCIDENTS AT SCHOOL

Any serious accident is to be brought to the attention of the office as quickly as possible. If the situation warrants it, the parent is notified. In the case of a serious accident, when the parent cannot be reached, the local emergency authorities will be notified.

A pupil information file is available for quick reference in the event of an emergency. Cards, updated each year, contain important contact information for parent(s) and emergency contacts in case of a crisis.

ILLNESS AT SCHOOL

When a child becomes ill at school, parents will be contacted and required to come and take the child home. **Children who are running fever in excess of 100 degrees before school should not be sent to school.** Children need to be **free of fever for 24 hours** before returning to school. Contagious conditions such as ringworm, pink eye, strep throat, etc. must be treated before a child can return to school. Proof of treatment must be provided to the school office.

COMMUNICABLE DISEASE

Whenever a child is sent home with a suspected communicable disease, a release card from the health department or a communication from the family physician may be necessary for re-admittance to school.

In the event that a student is advised he/she has a serious communicable disease, the student or parent should promptly inform the principal of the diagnosis and keep information about the progress of treatment current. The school will request written documentation from a physician stating that the student may return to school or may continue to attend school.

The school will keep in strict confidence all information it receives from any source regarding students who have a serious communicable disease, subject to the requirements of law.

VISION AND HEARING

Regular screening for vision and hearing are conducted yearly with students in the lower grades. New students or students recommended by teachers, may also be screened. Parents will be notified if a deficiency is identified, and they will be requested to have the students evaluated by a physician.

HEALTH INSURANCE

The school office must have proof of insurance on file and a statement signed by the parent certifying the family maintains insurance covering personal injury of the student. This information will become part of the student's school file. **Proof of student insurance is required before registration is complete.**

EMOTIONAL CRISIS

In the event of a major emotional crisis (death or suicide of a parent, student, staff member, etc.) the school will bring in a counselor(s) for group therapy sessions to help students cope with the crisis.

The counselor(s) will work with parent groups to give parents guidance in helping their children through the crisis.

REPORTING OF UNLAWFUL OR VIOLENT ACTS

St. Patrick Catholic School employees shall comply with all requirements imposed by law with regard to reporting unlawful or violent acts which have, or may have, occurred on school property or during school-related activities or acts for which students may be expelled.

In accordance with MS Code Section 37-11-19, any Diocesan employee who has knowledge of any unlawful activity that has occurred on school property, or during a school-related activity, shall report such activity to the school administrator, who shall notify the appropriate law enforcement officials. Furthermore, all credible threats of violence shall be investigated and reported to the appropriate law enforcement officials. See Appendix for MS Code 37-11-19 and School Violence Act.

ASBESTOS

In compliance with federal law, the school has been inspected for materials possibly containing asbestos and was found to be in complete compliance. St. Patrick has an asbestos management plan on file in the office. It is available for your inspection.

WATER TESTING

In compliance with federal law, the school has tested the water for lead. The water in our school fell within the safe level of less than 20 ppb.

STORAGE OF CHEMICALS

All chemicals in maintenance rooms, storage rooms, kitchen, etc. are inspected quarterly and clearly labeled to indicate contents and possible hazards.

NO SMOKING

St. Patrick Catholic School is a smoke-free environment. There will be no smoking allowed in the building or on the premises, before, during, or after school hours.

SEVERE WEATHER CONDITIONS

Should severe weather conditions occur on school days, either before or during classes, the following procedure should be followed:

1. Be alert to cell phone messages or e-mails you may receive through the School Messenger Telephone Broadcast Service.
2. Listen to the local television and radio stations for announcements concerning the closing of school due to weather conditions.
3. Disaster drills are held in compliance with state and local regulations. Children are trained to respond to local and school tornado warnings. Proper procedure is taken to keep everyone safe. **Parents, PLEASE do not call during these critical times because the phone lines need to stay clear for Civil Defense.** Students will not be allowed to leave school during a tornado warning. This does not apply to a watch. The school has a disaster plan that describes steps the school will take in the event of an emergency. This plan is on file in the school office.

TORNADO AND FIRE DRILLS

The children participate in monthly drills and are well prepared on what to do in case of a tornado or fire. Periodically, the police and/or fire department are present for these drills. A record is kept in the school office with the date and time of each drill. Evacuation plans are displayed in each room of the school building.

BOMB THREATS

If the school receives a telephone or written bomb threat, the following procedure will be followed:

1. Evacuate the school.
2. Inform the police department immediately.
3. Inform the Diocesan School Office.
4. Accept the decision of the police authorities concerning the next step to be taken.

CIVIL DEFENSE

In the event of a threatened or actual attack, the following procedure should be followed:

1. The principal will have transistor radios available in the school for the purpose of receiving civil defense instructions and information in the event of a power failure.
2. The principal will follow the advice of the local civil defense authorities in the event of a threatened or actual enemy attack or chemical spill.

VIII. AFTER HOURS PROGRAM

AFTER HOURS CARE

The After Hours Program is provided as a service for parents. After Hours begins immediately after school dismissal and ends promptly at 5:30 pm. each day according to the school clock. During this time, After Hours staff members give structured times for snack, activities, play, and/or homework. Students will be divided into two groups: Little After Hours (Pre-K 3 through 1st grade) and Big After Hours (4th through 6th). The division of the grades may change due to the number of students. If a child encounters a problem on the playground, she/he should report immediately to the teacher on duty.

AFTER HOURS HANDBOOK

Please see the Appendices for the After Hours Handbook. Read and discuss with your child(ren) if they will be attending the After Hours program.

IX. APPENDICES

APPENDIX
TO
PARENT/STUDENT
HANDBOOK
2018 – 2019



TELECOMMUNICATIONS USE AGREEMENT

*Adapted from NCEA's
From the Chalkboard to the Chatroom. 2001*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. I will work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink when using school computers.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
4. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Individuals using network or computing resources must comply with the appropriate rules for that network or resource. As a user of a network, I will not use the Internet, including bulletin boards, chat lines, email, and instant messaging, for personal use at school. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
5. Parents must realize that students may encounter material on a network/bulletin board

that they do not consider appropriate (vulgar jokes, statements of belief that some may consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive, and notifying school personnel immediately if such material is encountered.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary actions. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administrator of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

INTERNET USER AGREEMENT GUIDELINES

Schools have always screened classroom materials for both accuracy and appropriateness for each grade level. Classroom use of the Internet will greatly enhance the information and resources available to our teachers and students. The Internet does have some drawbacks. While it is a wonderful source of information, electronic access to information cannot always be screened and evaluated prior to student use. As part of the commitment to safe Internet use, St. Patrick Catholic School is using a screening program called Securly. This program should keep any inappropriate information and programming out of our school.

Guidelines:

1. Students will be held responsible for their behavior. Misbehavior will result in loss of computer usage or other disciplinary action, as deemed appropriate by the teacher or principal.
2. Students will notify a teacher immediately if any non-class related materials appear on the screen.
3. Students are not to share passwords with another person.
4. Students cannot use the computer to hurt, harass, attack, or harm other people or their work.
5. Students may not install any software to the computer.
6. Students may not download unauthorized files, games, programs, or other electronic media.
7. Students are not to attempt access of other people's work, folders, or files.
8. Students are not to damage the computers in any way.
9. Students are not to access and change existing programs installed on the computer's hard drive.
10. Students are not to use the computer for any illegal activities.
11. Students are not to violate copyright laws governing published materials.
12. Students are not to view, send, or display obscene, profane, lewd, vulgar, rude,

disrespectful, threatening, or inflammatory messages, language or pictures.

AFTER HOURS PROGRAM HANDBOOK

Philosophy and Goals

The St. Patrick School After Hours Care program is designed to provide a service to our working parents. The school provides after school care to St. Patrick School students on the school grounds. The program strives to construct an enjoyable atmosphere with varying activities, including outdoor play, indoor games, reading, and homework time (if circumstances allow). The children are served a snack each day.

Admission Policy

Only students enrolled at St. Patrick School will be allowed to enroll in the After Hours Care program. Attendance in the extended care program is a privilege, not a right, and both parents and students must understand that failure to comply with rules and regulations will be grounds for terminating a child's enrollment in the program.

A registration fee of \$20 per child will be charged. A flat rate fee of \$100 per month for the first child, \$79 per month for the second child, \$31 per month for the third child, is available to those families who are regular users of the program.

There will no longer be hourly billing for After Hours. All students will be charged the monthly amount, which will be added to the monthly bank draft.

Parents needing to place students in After Hours Care will need to send a note to the classroom teacher as to the days the child will be attending.

Program

The After Hours Program consists of supervised outdoor playtime, indoor games, special movies, art activities, reading, homework, and a snack. During bad weather all students are kept indoors and indoor games and activities replace outdoor play.

The After Hours caregiver is NOT responsible for seeing to it that individual homework assignments are completed. However, students will be allowed to work on their assignments.

Communication

Parents may speak to the After Hours caregiver when picking up children if the discussion is not of a serious nature that will require several minutes. As you can understand, the caregiver cannot give her full attention to students while having a lengthy conversation with a parent. If you need to talk at length to the After Hours care giver, or if he/she needs to speak at length to a parent, a time and setting will be arranged for the conference. Parents who have communicated with the After Hours care giver first and still feel that a

problem exists may set up an appointment with the principal.

Daily Release

Only parents or an individual who has been authorized in writing to pick them up may pick up a child from the after hours. There will be no exceptions to this. Parents must come into the school to get their children, and must sign a Sign Out Sheet when picking up their child. If someone other than the parents arrives to collect a child, proper identification will be required for the safety of the child.

All children should be picked up by 5:30 pm. Any child remaining in After Hours past 5:30 pm will be charged at a rate of \$15 per every fifteen minutes. In the event of an emergency, parents must contact the school to avoid this charge. To reach the After Hours caregiver, please call the cafeteria number, which is 601-484-8961.

Discipline Code

Every child is expected to abide by the rules of After Hours, respect staff members, other students, and all property. If a child violates these standards, we will first take action by removing the child from the group and seating the child for a three to thirty minute period, depending on the age of the child. Special privileges may also be lost during this time. If the child does not respond to this and the problem behavior persists, the parents will be called in for a conference. Should there continue to be problems, a second conference will be arranged and at that time the child may be taken out of the program either temporarily or permanently.

After Hours Rules

1. Each child is expected to participate in all activities to the best of his/her abilities.
2. No child is to leave the supervision of his/her teacher/caregiver without expressed permission.
3. No foul language or profanity will be tolerated.
4. Any child who consistently misbehaves, is uncooperative, or fails to comply with stated rules will be taken out of After Hours.
5. No biting, pinching, hitting, kicking, or bodily harm to another individual will be tolerated.
6. Running in the halls or down steps is dangerous and cannot be permitted.
7. Each child will be expected to help clean up his/her toys, craft supplies, and to generally straighten the room.
8. Each child is unique and valuable; therefore, we will expect every child to be treated with respect, love, and concern.
9. Students may bring toys or electronic devices without internet as a special privilege given by the caregivers. When students bring these items, they understand it is their responsibility in the event it gets broken or misplaced.

Health and Safety

The After Hours caregiver has access to all health information, which the school has on file. Students with any sort of communicable disease will not be allowed to attend After Hours until the child has a release from his/her doctor. Students who become ill during After Hours will be kept still until the parent can be contacted. Each child must have two emergency phone numbers on file for use in case of illness or emergency. In the event of a serious accident or illness, if the parent or guardian cannot be reached, 911 will be called.

No prescription or non-prescription medication will be given to a student by any employee of the school unless the forms provided by the school office have been completed and returned. No medications will be given on an "as needed" basis.

A first aid kit is on hand at school and procedures are posted for emergency situations. Minor injuries such as scraped knees, minor cuts, etc. will be handled by the caregiver. Parents will be contacted in case of any head injury. In the case of a severe injury, the caregiver will call the 911 emergency number and then contact the parents. Parents will be notified about any injury that occurs during After Hours.

Emergency Procedures

Parents will be contacted at home or work in the event of an emergency. Parents should make sure that someone can be reached at the emergency numbers provided to the school. St. Patrick School has a disaster plan to handle natural and man-made disasters. Escape routes and procedures are posted in each room of the school. In the event of a fire or tornado warning, the students will follow the same procedures that are used during school hours.

Nutrition

A snack is provided each day for the children. These snacks consist of various foods including cookies, graham crackers, fruit, etc. If a child has special diet problems, the parent needs to discuss these with the caregiver and give written notification from a physician.

Records

The After Hours caregiver will have access to directory information on each child. This includes names, addresses, family members, telephone numbers, etc. The After Hours caregiver will keep records on discipline and accidents, and this information will be made available only to those who have a legal right to know. Parents have a legal right to review records kept on their children, and they may do so by making a written request to the caregiver of After Hours.

Schedule

The following is a tentative schedule of activities each day:

2:45-3:00	Check-in
3:00-3:30	Outside play

3:30-3:45	Snack
3:45-4:15	Homework
4:15-4:45	Outside play
4:45-5:30	Arts/crafts/games

Single Parent/Other Relative Considerations

Children will not be released to non-custodial parents or other relatives without written permission of the custodial parent or parents. Relatives will not be given information concerning a child without the written permission of the custodial parent.

Visitors

Parents are free to come observe the After Hours program. However, only parent visitors or their designated representatives are allowed on the program site unless on appropriate official business. In the event you wish to observe, arrangements must be made with the supervisor prior to the visit. All visits should be kept to a minimum.

Evaluation

Evaluation is an integral part of any program. Therefore, the After Hours program is evaluated on a regular basis by the school principal. In addition, the school welcomes input from the parents.

School's Right to Amend

The program reserves the right to amend the After Hours Handbook for just cause. Parents will be promptly notified in writing if changes are made.

Handbook Confirmation

Please complete this form and return it to your child’s teacher to indicate that you and your children have read and agree to abide by the St. Patrick Catholic School 2018-2019 Parent/Student Handbook.

Certification of Accident

By signing this form, parents are aware of the requirement of the Diocese of Jackson that all children must have insurance coverage prior to the start of school.

Telecommunications Use Agreement

I have read and agree with the Telecommunications Use Agreement as stated in the 2018-19 Parent/Student Handbook.

This handbook is published on the school website, www.stpatrickcatholicschool.org.

If you would like a hard copy of the Parent/Student Handbook, please send a note to your child’s teacher.

**Please sign one confirmation page per family.*

Family Name _____

Parent signature _____

Date _____

Student signature _____ Grade _____

Student signature _____ Grade _____

Student signature _____ Grade _____

SIGNED FORM DUE TO SCHOOL BY AUGUST 10, 2018.